

16 JAN 1966

**MEMORANDUM FOR:** Deputy Director for Support

**SUBJECT** : Establishment of a Support School in the Office of Training

25X1A  
25X1A  
1. During the past 2 or 3 months, I have come to the tentative conclusion that the Office of Training should combine all support training within a new school or faculty. This conclusion seemed to crystalize from the establishment of the Support Career Training Program, a development which acted as a catalyst for the thought of bringing together in one faculty other training activities such as clerical and management training which appeared to be out of place in the Intelligence School, as well as Budget and Finance Procedures training which seemed peripheral to the Operations School. I discussed this matter with [REDACTED] who saw no disadvantages to the establishment of a Support School and who agreed that there might be advantages. Subsequently, I asked [REDACTED] to explore the subject in greater depth with OTR School and Staff Chiefs. Their comments confirmed my tentative thought that an organizational change of this kind is desirable and feasible and can be accomplished with minimum disarrangement of present personnel and responsibilities.

2. All instruction now provided by OTR falls into five major areas: Clandestine Operations, National Intelligence, International Communism, Language, and Support/Administration. There exists in OTR an individual school for each of these areas except for Support/Administration. The responsibility for support training is now divided among three of these schools. The establishment of a separate school and the transfer to it of all support training could be expected to result in more centralized administration and in more effective instruction. It would also serve to emphasize the increasing importance of the support role within the Office of Training as well as within the Agency as a whole. Further, it will bring together under one jurisdiction all the competence and experience in the broad support field within the Office of Training, allowing greater concentration on the support mission and wider utilization of available manpower.

3. To fulfill the above responsibilities, I propose that we incorporate within the Support School the following faculties which are now in existence but which operate within one of the other schools or programs; Operations Support Faculty (Operations School); Support Career Training Program (administered by the Operations School); Midcareer Executive Development Course Faculty (reporting directly to the DTR); Management Training Faculty (now in the Intelligence School); and the Clerical Faculty (Intelligence School).

4. The new Support School would be responsible for such courses as:

- Administrative Procedures
- Budget and Finance Procedures
- Operations Support
- Support Career Training Program
- Midcareer Executive Development Course
- Clerical Induction
- Clerical Orientation
- Clerical Refresher
- Typing
- Supervision
- Management (GS-11 - GS-14)
- Senior Management Seminar

5. At present, the establishment of a Support School would require no additional funds, ceiling or staffing positions. I believe, however, that the Support School would become one of the largest schools in terms of attendance, with the broad spectrum of its responsibilities demanding the same degree of professional competence and stature as do our other schools. It would be appropriate, therefore, when possible, to establish the position of the Chief of the Support School at GS-16, thus making the position comparable to that of the other four schools.

6. This proposal is not new. Various recommendations of a similar nature have been made in the past but were never effected primarily because there was less appreciable need or measurable gain at the time. I believe now is an appropriate occasion and, unless you have objections, I would like to proceed with the recommended changes.

157  
**John Richardson**  
Director of Training

O & 2 - DDS

1 - O/DTR